

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 09 November 2021

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

Deputy Chief Operating Officer SG 28

- Education: Master's degree or Certificate in Leadership and Management from the CSC
Experience: 5 years of supervisory/management experience
Training: 120 hours of managerial training
Skills: Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically, Critically, and Creatively, Creating and Nurturing a High Performing Organization, Attention to Detail, Technical Writing, Confidentiality Skills, Initiative, Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Policy Review, Interpretation, and Advisory, Information Management, Budget Preparation and Management, Marketing Proficiency, Marketing Strategy, Market Development, Brand Management
Eligibility: Appropriate eligibility for second level positions
 Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

M.I.C.E DEPARTMENT

SALES AND ACCOUNTS MANAGEMENT DIVISION

Convention Services Officer III SG-15

- Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

INTERNATIONAL PROMOTIONS DEPARTMENT

NORTH ASIA DIVISION

Market Specialist II SG-15

- Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

ASEAN AND THE PACIFIC DIVISION

Market Specialist III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Thinking Strategically, Critically, and Creatively, Creating and Nurturing a High Performing Organization, Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Information Management, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

Market Specialist II SG-15 (3)

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION

Market Specialist II SG-15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
 Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Information Officer II SG-15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills: Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Innovation, Project Management, ROI and Data Analysis Skills, Information Management, Logistics and Support Administration, Marketing Proficiency, Marketing Strategy, Brand Management, Market Development, Events Management, Tourism Trade Skills
Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

ADMINISTRATIVE DEPARTMENT

PROCUREMENT AND GENERAL SERVICES DIVISION

Administrative Services Officer IV SG-18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills: Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Thinking Strategically, Critically, and Creatively, Creating and Nurturing a High Performing Organization, Attention to Detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate Planning and Governance, Innovation, Project Management, Information Management, Logistics and Support Administration, Budget Preparation and Management, Procurement, Supplier and Vendor Management
Eligibility: Career Service (Professional)
Level Eligibility

*****Nothing follows*****

Interested applicants are requested to submit the following credentials to the Personnel and Human Resources Development Division (PHRDD) for proper evaluation/assessment:

- Letter of Intent
- Updated Personal Data Sheet
- Updated Work Experience Sheet
- Copy of Diploma
- Copy of Transcript of Records
- Copy of Training Certificates
- Copy of CSC Certificate of Eligibility
- Copy of Accomplished IPCR for the last two (2) rating periods (*for promotion*)

Kindly submit the scanned/soft copies in PDF file format of the abovementioned documents to the Personnel and Human Resources Development Division (PHRDD) at email address: vacancies@mis.tpb.gov.ph not later than **19 November 2021**.